

ASCENDER Home

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Welcome to ASCENDER

ASCENDER offers a full range of school management software to meet your needs:

- Business applications include: Accounts Receivable, Asset Management, Bank Reconciliation, Budget, Finance, Grants and Projects, Payroll, Personnel, Position Management (PMIS), Purchasing, and Warehouse
- Student applications include: Attendance, Discipline, Grade Reporting, Graduation Plan, Health, Registration, Scheduling, Special Education, and Test Scores
- State Reporting and Office of Civil Rights (OCR) Reporting complements the Business and Student systems
- Security Administration allows you to create user/password information and grant access to applications, menus, and tabs.
- District Administration allows you to maintain important LEA details and settings. This information complements the Business and Student systems.



TIP: Review the ASCENDER Browser Settings document for a list of supported browsers and recommended browser settings which will allow you to utilize the ASCENDER system at its fullest potential on any personal computer.

After you have successfully logged on to ASCENDER, the ASCENDER homepage is displayed.

Overview

- The **My Applications** list provides a personal list of applications to which you have access. The list is updated any time your access to an application is added or removed in Security Administration.
    - Under **My Applications**, a list of applications to which you have access is displayed. Click an application name to open the application homepage where you can select a page from the various menus.
    - Under **Other Applications**, a list of all other applications to which you do not have access is listed. If you do not have access to an application, a link to information about the application is displayed.
- The version and build number are displayed in the lower-left corner of the page under the main menu.
- The county-district number to which you are logged on is displayed in the lower-left corner of the page under the software version details.
- The **Change Password** and **Logout** buttons are displayed if you click the drop-down arrow next to your user name in the upper-right corner.
- The **Help** button is displayed in the lower-right corner of the page.

Dashboard

Depending on your user profile, ASCENDER may offer a dashboard used to display important information from multiple sources into one, easy-to-access place.

Business Users

Student Users

Currently, there is only one dashboard element available for Student users:

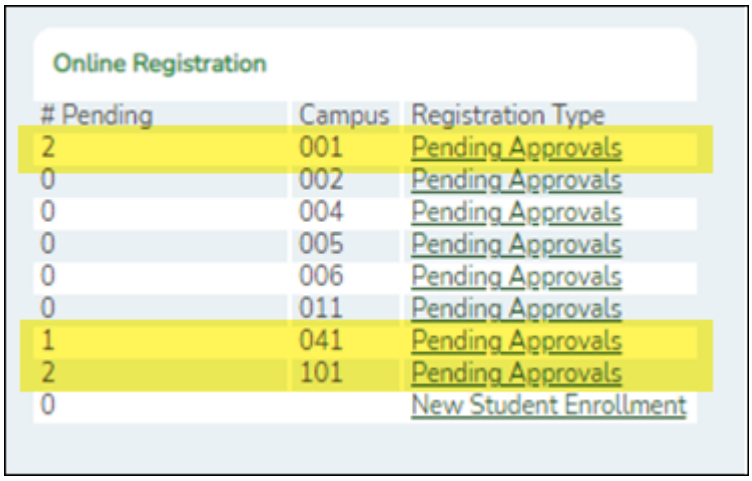
Online Registration

If you have approval responsibilities in ASCENDER, the Online Registration is displayed on the ASCENDER homepage with a list of your approval types.

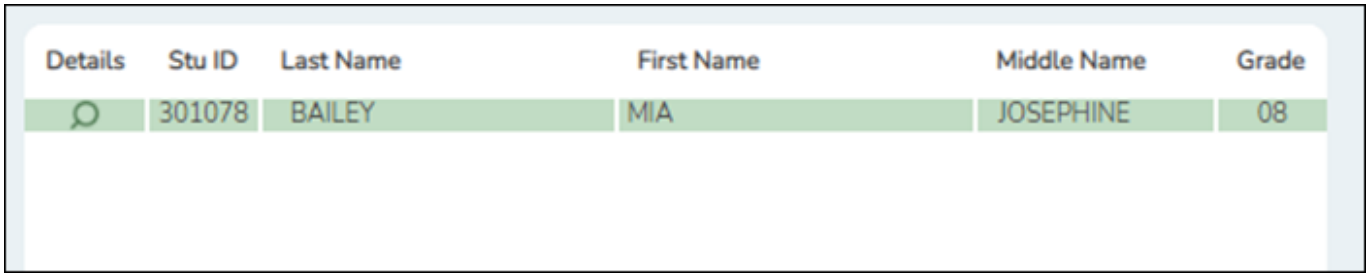
# Pending	Displays the number of pending approval items for the corresponding approval type.
Campus	Displays the campus tied to the pending item, if applicable.
Registration Type	Displays a link to the page where you have pending approval items.

Pending Approvals

In this example, the user has Pending Approvals for campuses 001, 041, and 101.



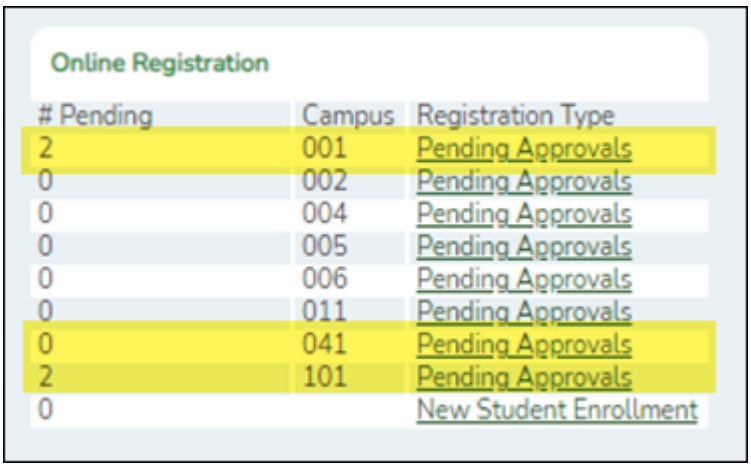
❑ Click the link. The selected page opens in a separate browser window.



❑ Perform the necessary action to satisfy the pending item.

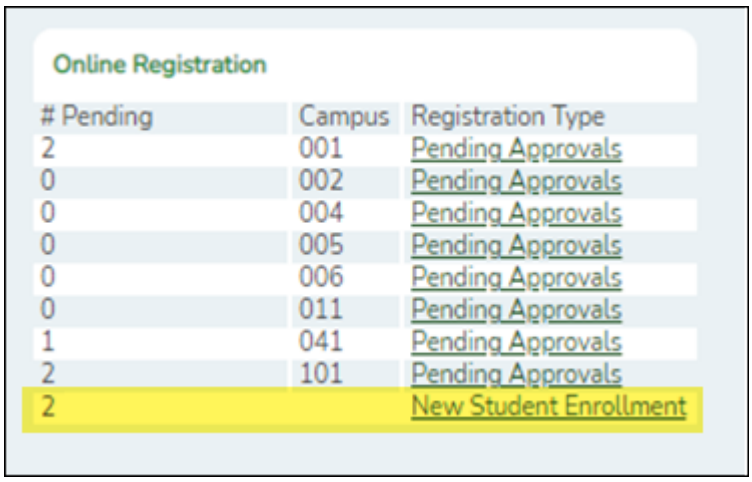
❑ Log out of ASCENDER and then log back in to refresh the homepage.

Notice the count under **# Pending** resets to 0 after the item is approved. In this example, the pending approval item for campus 041 has been approved.

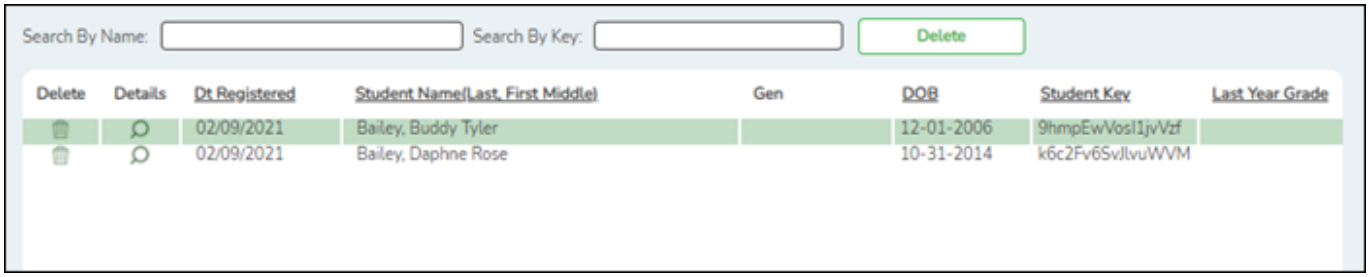


New Student Enrollment

In this example, the user has items to review and complete for New Student Enrollment.



❑ Click the link. The selected page opens in a separate browser window.

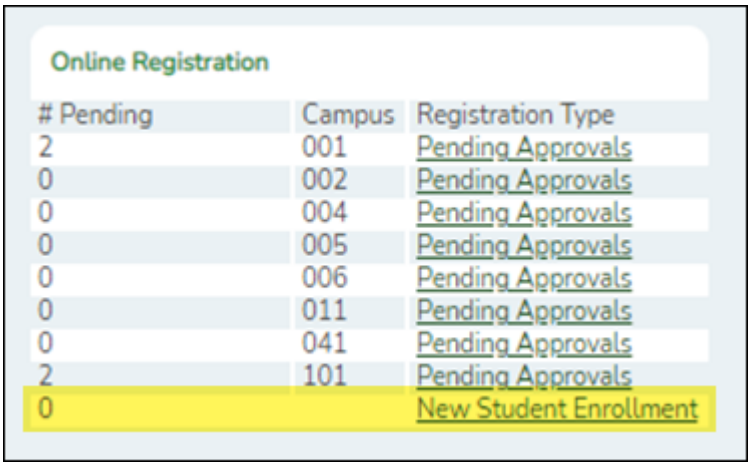


❑ Verify the campus of enrollment. Perform the necessary actions to complete the student

enrollment.

❑ Log out of ASCENDER and then log back in to refresh the homepage.

Notice the count under **# Pending** resets to 0 after the item is approved.



Document Attachments

Depending on your user profile and LEA, the Document Attachments feature may be available on certain pages within ASCENDER. This feature allows you to upload and view documents by application, school year, folder, and document type.

Business Users

Student Users

Review the ASCENDER Business & Student Overview Guides in the online Help for additional information.